



**INSTRUCTIONS FOR APPLICATION FOR  
REAL PROPERTY TAX EXEMPTION FOR  
COMMERCIAL, BUSINESS OR INDUSTRIAL REAL PROPERTY  
(Real Property Tax Law, Section 485-b)**

### 1. Authorization for exemption

Section 485-b of the Real Property Tax Law authorizes a partial exemption from real property taxation for commercial, business or industrial property constructed, altered, installed or improved subsequent to July 1, 1976 or a later date as specified in a county's, city's, town's or village's local law or in a school district's resolution. The cost of such construction, alteration, installation or improvement must exceed \$10,000 or a higher minimum, not to exceed \$50,000, as may be provided in such local law or resolution. Ordinary maintenance and repairs do not qualify for exemption. The property must not be receiving or have received any other exemption authorized by the Real Property Tax Law with respect to the same improvements, unless, during the period of the prior exemption, payments in lieu of taxes were made in amounts that were at least equal to the taxes that would have been paid had the property been receiving the section 485-b exemption.

Municipalities may limit the exemption to specific geographic areas and to specific divisions and major groups of businesses, as defined in the United States Government's Standard Industrial Classification Manual. Where a county restricts the exemption pursuant to the recommendations of its local industrial and commercial incentive board, such restrictions also apply to cities, towns, villages and school districts therein, unless those municipalities adopt local laws or (school district) resolutions providing otherwise. Consult your assessor to ascertain what limits, if any, apply locally.

### 2. Duration and Computation of Exemption

Generally, the amount of the exemption in the first year is 50% of the increase in assessed value attributable to the improvement. The exemption amount then decreases by 5% in each of the next nine years. This declining percentage continues to be applied to the increase in assessed value determined in the first year of the exemption unless there is a change in level of assessment for an assessment roll of 15% or more, as certified by the State Board of Real Property Services, in which case an adjustment is required. A municipality which restricts the exemption to specific types of property and geographic areas may establish a different exemption schedule (*i.e.*, 50% for years one, two and three; 40, 30 and 20% in years four, five and six; 10% in years seven, eight and nine; and 5% in year 10). Consult your assessor to ascertain the specific schedule or schedules that apply.

### 3. Application for exemption

The exemption may apply to charges imposed upon real property by or on behalf of a county, city, town, village or school district for municipal or school district purposes and to special ad valorem levies except those levied for fire district purposes. However, the statute authorizes any county, city, town, village or school district (except the city school district of Buffalo, Rochester, Syracuse or Yonkers) to act independently on its own behalf to reduce the per centum of exemption otherwise allowed pursuant to this section. The exemption does not apply to costs incurred for ordinary maintenance and repairs nor to property used primarily for residential purposes other than hotels or motels. The exemption does not apply to the City of New York.

### 4. Filing of application

Application for exemption from county, city, town and school district taxes must be filed with the city or town assessor. Application for exemption from village taxes must be filed with the assessor who prepares the assessment roll used in levying village taxes. In Nassau County, applications for exemption from county, town or school district taxes must be filed with the Nassau County Board of Assessors. In Tompkins County, applications for exemption from county, city, town, village or school district taxes must be filed with the Tompkins County Division of Assessment.

#### 5. Time of filing application

The application must be filed in the assessor's office on or before the appropriate taxable status date and within one year from the date of completion. In towns preparing their assessment rolls in accordance with the schedule provided in the Real Property Tax Law, the taxable status date is March 1. In towns in Nassau County, the taxable status date is January 2. In towns in Erie and Westchester Counties, the taxable status date is June 1. In villages and cities, the taxable status dates vary, and the appropriate assessor should be consulted for the correct date.

Once the exemption has been granted, the exemption may continue for the authorized period provided that the eligibility requirements continue to be satisfied. It is not necessary to reapply for the exemption after the initial year in order for the exemption to continue.



**APPLICATION FOR REAL PROPERTY TAX EXEMPTION  
FOR COMMERCIAL, BUSINESS OR INDUSTRIAL PROPERTY**

**(Real Property Tax Law, Section 485-b)**

(Instructions for completing this form are contained in Form RP-485-b-Ins)

1. Name and telephone no. of owner(s)

2. Mailing address of owner(s)

Day No. ( )

Evening No. ( )

3. Location of property (see instructions)

Street address

Village (if any)

City/Town

School district

Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot

4. Description of property for which exemption is sought.

a. \_\_\_\_\_ New construction \_\_\_\_\_ Alteration \_\_\_\_\_ Installation \_\_\_\_\_ Improvement

b. General description of property (if necessary, attach plans or specifications).

c. Type of construction. \_\_\_\_\_

d. Square footage. \_\_\_\_\_

e. Total cost. \_\_\_\_\_

f. Date construction, alteration, installation or improvement was started. \_\_\_\_\_

g. Date completed (attach copy of certificate of occupancy or other documentation of completion). \_\_\_\_\_

h. Describe any real property replaced or removed in connection with the new construction, alteration, installation or improvement. \_\_\_\_\_



## 5. Use of property.

a. Describe the primary use of the property and the type of business to be conducted. \_\_\_\_\_

b. Describe any other use or uses of the property. \_\_\_\_\_

c. Is any part of the real property used for a purpose other than buying, selling, storing or developing goods or services; the manufacture or assembly of goods or the processing of raw materials; or hotel or motel purposes? ☐ Yes ☐ No

d. If yes, describe in detail the other use or uses of the property and state the extent to which the property is so used (e.g., 30% of floor space, 25% of income, etc.).

## 6. Other exemptions.

a. Is the property receiving or has it ever received any other exemption from real property taxation?  
☐ Yes ☐ No

b. If yes, what exemption was received?

When? \_\_\_\_\_. Were payments in lieu of taxes made during the term of that exemption? \_\_\_\_\_

If so, attach a schedule showing the amounts and dates of such payments, and the purposes for which such payments were made (i.e., school district, general municipal, etc.). Also attach any related documentation, such as a copy of the agreement under which such payments were made.

## Certification

I, \_\_\_\_\_ hereby certify that the information on this application and any accompanying pages constitutes a true statement of facts.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
FOR ASSESSOR'S USE

1. Date application filed: \_\_\_\_\_ 2. Applicable taxable status date: \_\_\_\_\_

3. Action on application: ☐ Approved ☐ Disapproved

4. Assessed valuation of parcel in first year of exemption: \$ \_\_\_\_\_

5. Increase in total assessed valuation in first year of exemption: \$ \_\_\_\_\_

6. Amount of exemption in first year:

	Percent	Amount
County	_____	\$ _____
City/ Town	_____	\$ _____
Village	_____	\$ _____
School district	_____	\$ _____

\_\_\_\_\_  
Assessor's signature\_\_\_\_\_  
Date